

POSITION DESCRIPTION

Class Title: Patrol Officer
Department: Police (300)
Division: Neighborhood Services Bureau (Community Services Division)
Pay Range: 16
Status: Sworn

GENERAL PURPOSE

Performs police patrol, investigation, traffic regulation, community services and related law enforcement activities.

SUPERVISION RECEIVED

Works under the general supervision of the Community Services Lieutenant and the direct supervision of a Community Services Sergeant.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provide the highest quality of police service in order to improve the quality of life for the Citizens of Deer Park, with the highest regard for these values. Accountable to the highest standards of professionalism and ethics. Develop relationships with the community and together identifying and resolving issues affecting public safety. Committed to hard work and purposeful activity. Dedicated to Professional Law Enforcement.

The patrol officer is charged with keeping the peace and enforcing the law, while conducting themselves in a professional manner and the highest principles of police service. Patrol officers are sworn to safeguard the lives and property of all persons and act within their bounds of authority and the realm of legality.

Patrol officers are assigned an Interactive Patrol Sector and are responsible for problem solving and pro-active policing of that geographic area. Patrol officers problem solve by developing meaningful information exchanges within the department and with neighborhood residents. Patrol officers are expected to create an action plan to address neighborhood needs and expectations by incorporating data sources, developing short-term and long-term strategies, and evaluating implementing them.

OTHER DUTIES

Uniform, vehicles and equipment accountability and maintenance.

Make periodic checks of their Interactive Patrol Sector's businesses and residences to report and take action on deficiencies and problems. Investigate all suspicious incidents and activities.

Answer calls for service from telecommunications dispatcher by responding safely and promptly to calls such as accident investigations, criminal investigations, and emergency medical service-first responder calls. These calls may require the collection and preservation of pertinent evidence at any crime or accident scene.

Respond to on view incidents that require police action as if assigned the call by dispatch.

Promptly document and submit required reports as a part of any investigation or assignment.

Utilize non-assigned time for self initiated field activities, traffic prevention patrol, or sector familiarization and problem solving.

Execute warrants, issue warnings, summons, and citations and testify in court.

Remain alert of conditions affecting safety and use of roadways.

Deter and detect potential law violators and take appropriate enforcement action.

Take necessary follow-up action regarding investigations, complaints of traffic, and complete the reports.

Patrol Officers are assigned to the Community Services Division and are assigned to 8-hour patrol shifts (1st Shift 6:00 a.m.-2:00 p.m.; 2nd Shift 2:00 p.m. –10:00 p.m. or 3rd Shift 10:00 p.m. – 6:00 a.m.) and days off are based on departmental seniority. Officer's arrival and departure times for their shift assignments are staggered so that continuous, twenty-four hour coverage is provided.

Perform duties assigned to them by the Community Services Lieutenant and/or Sergeant.

PERIPHERAL DUTIES

Special Assignments include: Patrol; Detective; Warrant Officer; Crime Scene Investigator/Crime Lab Officer; G.R.E.A.T. Officer; School Resource Officer;

Crime Prevention Officer; Recruiting Officer; SWAT; Hostage Negotiations; Honor Guard; Drug Recognition Expert; Accident Re-constructionist.

DESIRED MINIMUM QUALIFICATIONS

United States Citizenship; at least 21 years of age at time of appointment; Bachelor's Degree from a college accredited by the Southern Association of Colleges and Schools or other comparable regional accrediting agency as recognized by the American Association of Collegiate Registrar and Admission Officers; Essential Hearing / Vision; No Conviction(s) for any Felony; Driving While Intoxicated; Driving Under the Influence of Drugs; Assault Involving Family Violence or any Crime involving Moral Turpitude; No history of recurrent illegal drug or narcotic use unless a supervised rehabilitation program has been completed. Any involvement in the distribution of any illegal substance may be grounds for disqualification; No illegal drug or narcotic use in the one year preceding application unless a supervised rehabilitation program has been completed and applicant is drug free at time of application/screening; No history of excessive alcoholic beverage use unless a supervised rehabilitation program has been completed; Applicant must have been a resident of the continental United States for a period of time sufficient to conduct a comprehensive background investigation; however, consideration may be given for military assignment overseas; Applicant must pass a background investigation; Character and reputation must be of the highest order; Applicant must have proof of liability insurance; a valid driver's license not in jeopardy of suspension; and, no more than two moving traffic law convictions in the one year preceding application; Overall driving record must reflect a history of prudence and maturity; Veterans must have an Honorable Discharge, free of conditions, and not have been convicted in any Court Martial higher than a Summary; Applicant must pass all preliminary interviews; a physical fitness test; a written vocabulary and reading comprehension test; a Police Candidate Interview Board; and, a conditional job offer interview with the Chief of Police or his designee; Applicant must take a polygraph examination; Applicant must be able to affect a forcible arrest; Applicant must pass a psychological evaluation by a licensed psychologist or psychiatrist; Applicant must pass a medical examination, including a drug-screening test; Applicant must meet and/or exceed the current licensing requirements for Peace Officers as established by the Texas Commission on Law Enforcement Officer Standards and Education.

Necessary Knowledge, Skills, and Abilities:

Some knowledge of modern law enforcement principles, procedures, techniques, and equipment; Some skill in operating the tools and equipment listed below; Ability to learn the applicable laws, ordinances, and department rules and regulations; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with peers, supervisors and subordinates; Ability

to exercise sound judgment in evaluating situations and in making decisions; Ability to follow verbal and written instructions; Ability to meet the special requirements listed below; Ability to learn the City's geography.

SPECIAL REQUIREMENTS

Must possess, or be able to obtain by the time of hire, a valid State Driver's License without record of suspension or revocation in any state; Ability to meet Department's physical standards.

TOOLS AND EQUIPMENT

Police Car, police radio, radar gun, handgun and other weapons as required, asp baton, hand cuffs, PC and laptop computers and there peripheral equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop kneel crouch; or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee frequently works in outside weather conditions.

The employee occasionally works near moving mechanical parts; in high precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. The work environment is usually moderate.

SELECTION GUIDELINES

Complete and return an Employment Application. The application may be obtained from Deer Park City Hall at 710 East San Augustine; the Deer Park

Police Department at 2911 Center; or the City of Deer Park website at: <http://www.deerparktx.gov/>

Police Officer Applicants will compete for a position with the City of Deer Park in the following areas: Physical Fitness Test; Vocabulary / Reading Comprehension Test; Interview Board; Background Investigation; Conditional Job Offer Interview; Polygraph Examination; Psychological Examination; Medical Examination; Drug Screen.

Academy / Field Training Program: Successful Police Officer Applicants not certified by TCLEOSE will be sent to a Police Academy and will earn Police Cadet pay during that time. The tuition and most of the fees charged by the Police Academy will be paid by the Deer Park Police Department. After graduating from the Police Academy, the Police Cadet will go to the Field Training Program as a Probationary Police Officer.

Successful Police Officer Applicants already certified by TCLEOSE may begin as a Probationary Police Officer and be sent to the Field Training Program. The Field Training Program is approximately 4 months long and usually consists of the Probationary Police Officer riding with a Field Training Officer on each of the three shifts (Days, Evenings and Nights). At the end of the Field Training Program, the Probationary Police Officer rides with a Field Training Evaluator who determines whether or not the Probationary Police Officer requires remedial training or is ready to begin riding on his/her own.

The duties listed above are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Reviewed:

Department Head

Date